

To: Rogers, LisaM[Rogers.LisaM@epa.gov]; Joanna Stancil[joannastancil@fs.fed.us]
From: Minter, Marsha
Sent: Tue 3/14/2017 5:17:11 PM
Subject: Re: Travel for Cassandra Rice's URGENT

It's your favorite pest:-) 😊 Cassandra is still waiting an itinerary-- can we give her an estimated time of receiving the email from our travel desk?

Marsha

From: Rogers, LisaM
Sent: Tuesday, March 14, 2017 11:36:40 AM
To: Minter, Marsha; Joanna Stancil
Subject: RE: Travel for Cassandra Rice's URGENT

Yes. Thank you.

Lisa M. Rogers (rogers.lisam@epa.gov)

Environmental Protection Specialist

Funds Certifier for the Office of

Environmental Justice

U.S. Environmental Protection Agency

Washington DC

202-564-0736 office

202-617-6458 iPhone

From: Minter, Marsha
Sent: Tuesday, March 14, 2017 11:34 AM
To: Rogers, LisaM <Rogers.LisaM@epa.gov>; Joanna Stancil <joannastancil@fs.fed.us>
Subject: Re: Travel for Cassandra Rice's URGENT

Can you call into a conference call @ 11:40am? Ex. 6 - Personal Privacy

From: Rogers, LisaM
Sent: Tuesday, March 14, 2017 11:28:49 AM
To: Minter, Marsha; Lewis, Sheila; Reed, Veda
Subject: RE: Travel for Cassandra Rice's URGENT

Hi Marsha,

Yes, I'm at 202-617-6458. Meanwhile, please see attached. If you all change, I'm waiting to hear response. Thank you.

Lisa M. Rogers (rogers.lisam@epa.gov)

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From: Minter, Marsha
Sent: Tuesday, March 14, 2017 11:26 AM
To: Rogers, LisaM <Rogers.LisaM@epa.gov>; Lewis, Sheila <Lewis.Sheila@epa.gov>; Reed, Veda <Reed.Veda@epa.gov>
Subject: Re: Travel for Cassandra Rice's URGENT

Is there a # that Joanna and I can call you to discuss and clarify-thanks!

From: Rogers, LisaM

Sent: Tuesday, March 14, 2017 11:17:19 AM
To: Minter, Marsha; Lewis, Sheila; Reed, Veda
Subject: RE: Travel for Cassandra Rice's URGENT

This \$1943 flight in question was for travel just to and from the HBCU conference.

Lisa M. Rogers (rogers.lisam@epa.gov)

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From: Minter, Marsha
Sent: Tuesday, March 14, 2017 11:11 AM
To: Lewis, Sheila <Lewis.Sheila@epa.gov>; Rogers, LisaM <Rogers.LisaM@epa.gov>; Reed, Veda <Reed.Veda@epa.gov>
Subject: Re: Travel for Cassandra Rice's URGENT

Hi-- just confirming that Cassandra is set for HBCU but is not traveling to South Dakota.

From: Lewis, Sheila
Sent: Tuesday, March 14, 2017 9:27 AM
To: Rogers, LisaM; Reed, Veda; Minter, Marsha
Subject: RE: Travel for Cassandra Rice's URGENT

Lisa and Veda – Sr. Management decision to cancel this trip.

Appreciate your assistance and support.

Thank you

Sheila Lewis

Deputy Director / USEPA Office of Environmental Justice

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Tell me, I forget. Show me, I might remember. Involve me and I will understand. - Confucius, 450 BCE

From: Rogers, LisaM

Sent: Tuesday, March 14, 2017 8:55 AM

To: Reed, Veda <Reed.Veda@epa.gov>; Minter, Marsha <Minter.Marsha@epa.gov>

Cc: Lewis, Sheila <Lewis.Sheila@epa.gov>

Subject: RE: Travel for Kassandra Rice's URGENT

Importance: High

Good Morning Veda,

I did not see an amended TA for the Kassandra Rice to go round trip from New Orleans to California as we discussed. We already discussed that due to last minute scheduling, and New Orleans being completely sold out for hotel rooms on 03/14, the flight to South Dakota was way over budget.

I just hung up with the Travel Help Desk. Angel sees the updated itinerary with Kassandra flying out tomorrow to and from her home McKinney (sp?), but the cost says \$1943.73! It's now routing to Sheila for approval.

Lisa M. Rogers (rogers.lisam@epa.gov)

Environmental Protection Specialist

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From: Reed, Veda

Sent: Monday, March 13, 2017 7:00 PM

To: Minter, Marsha <Minter.Marsha@epa.gov>

Cc: Lewis, Sheila <Lewis.Sheila@epa.gov>; Rogers, LisaM <Rogers.LisaM@epa.gov>

Subject: Travel for Kassandra Rice's participation in the HBCU and AIHEC conferences

Importance: High

Marsha,

Per my conversation with Sheila and Lisa, it appears that the cost of having Ms. Rice participate in the HBCU and the AIHEC conferences exceeds the amount of allowable funding.

HBCU Conference

Reservations were originally made for Ms. Rice under the assumption that she would be leaving from Arcata, CA on the 14th and because there was a chance that lodging would be provided for that extra day due to how far she had to come (CA). The cost of this flight was \$1,218. It has since been brought to my attention by Lisa that lodging for the 14th was not available; thus, Ms. Rice would need to arrive on 3/15. This change in travel resulted in an increase in the fare from \$1,218 to \$1,412.00. **Currently booked**

by BCD Travel.

AIHEC Conference

I was notified today that Ms. Stancil was approved to attend the AIHEC conference; therefore, Ms. Rice would also be attending—if funding permitted. The attendance at the AIHEC conference will acquire additional costs to go from NOLA to Rapid City, SD back to Arcata, CA at a total cost of entire airfare of \$3,853.00, roundtrip.

This does not include her lodging (plus tax), per diem, and transportation from home to the airport and return.

As mentioned above, I have booked her reservation for the HBCU Conf. if you conclude that she can only attend that one and the cost of airfare to attend this one conference is \$1,412.00, round trip. If you decide she can attend the AIHEC also, the closer we get to the date of travel, the higher the cost—which could change by the hour.

If you have any questions about the above, please let me know early tomorrow.

Hope you had a grand vacation!

See you soon.

Veda E. D. Reed, MBA, SEE | Hotline Support/Program Assistant

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